

eVA State Entered Vendors (SEV) Data Entry Process to Create Accounts

Overview

This document provides guidance and information on the procedure for authorized users to enter State Entered Vendors as part of the Commonwealth of Virginia Procurement Vendor Data Standard.

Authorized Users

Agencies/Institutions determine which users have access to the functionality for entering State Entered Vendors. It is recommended that these users come from the staff that manages the Agency/Institution vendor file. Access will be granted using the existing User Management and User Bulk Load functionalities in eVA. Agencies/Institutions will work with their eVA Security officer and DPS Account Executive to establish user accounts. Any questions or requests for user access should be directed to the agency's DPS Account Executive.

On-Line State Entered Vendor Entry/Submittal

This eVA functionality allows authorized users to enter and submit a vendor location as a State Entered Vendor for the purpose of placing orders following the *State Entered Vendor Administration Guidelines*.

This functionality is accessed through the VSS Admin application module via the normal Buyer Login of eVA. It is important to supply complete and accurate vendor information. In cases where phone numbers and email addresses are absolutely unavailable the standard for entering the required information is:

For no phone or fax number use: **000-000-0000**

For no eMail address use: none@none.none

This functionality should not be used for adding different or additional payment addresses or updating existing account information. Changes to SEV accounts cannot be made on-line. After submission, requests for changes or adding additional payment addresses should be requested using the State Entered Vendor Change Request Form found here:

<https://eva.virginia.gov/pages/eva-customer-care.htm>

Data Entry Process

Step 1: Log into eVA and access the State Entered Vendor entry application via the VSS Admin module.



Step 2: On the Vendor Registration Screen, under the State Entered Vendor Registrations section, click 'here'.

A screenshot of the 'Vendor Registration' page. The page has a title 'Vendor Registration' and a 'help & advice' link. The main text reads: 'This page provides the functionality to enter State Entered Vendor accounts and/or Vendor Self-Registrations submitted by mail. User privileges control which of these functions will be available below.' Below this, under the heading 'State-Entered Vendor Registrations', there is a link 'Click here to register a State-Entered Vendor' with a red arrow pointing to it.

Step 3: On the State Entered Vendor Search Page enter the vendor's Taxpayer Identification Number (TIN), Tin Type, and Zip Code.

A screenshot of the 'State-Entered Vendor Search' page. The page has a title 'State-Entered Vendor Search' and a 'help & advice' link. The main text reads: 'Enter Taxpayer ID, TIN Type and Zip Code to perform search.' Below this are input fields for Taxpayer ID (123456789), TIN Type (EIN selected, SSN unselected), and ZIP Code (12345). There are buttons for 'Search', 'Quit', and 'New SEV Registration'. At the bottom is a table with 13 columns: eVA Vendor ID, Vendor Location ID, Vendor Location Standard Name, Location name, Address, Contact, Organization Type, TIN, TIN Type, DUNS, Registration Type, Registration Type Status, and Vendor Active Status. Below the table are navigation buttons: First, Prev, Next, Last.

Step 4: Click **Search**. In an effort to prevent duplications, the system will identify any existing eVA vendor accounts with the same TAX ID. If none are found, select **New SEV Registration**. If any are found they will be returned with the Physical address displayed.

IMPORTANT: You should determine if the existing location is sufficient for your ordering purposes. If **YES**, select **Quit**.

If **NO**:

- The existing account in eVA does not have the correct information: The account should be updated to the current information. There are forms for vendors to use for Self-Registered accounts and forms for agencies to use for State Entered accounts. Visit: <https://eva.virginia.gov/pages/eva-customer-care.htm>. Select **Quit**.
- The existing account in eVA is for a different location: The vendor should be requested to register the additional location to their existing account. Select **Quit**.

If the vendor has refused to register the additional location and there is no alternative source, the agency can State Enter the vendor as a location to the existing account. Select **New Location**.

- The existing account in eVA is in a non-active status of Discontinued, Non-Payment, BadAddress, or Suspended: The vendor should be requested to Reinstate the existing account via the Reinstatement Form found here: <https://eva.virginia.gov/pages/eva-customer-care.htm>. Select **Quit**.

If the vendor refused to Reinstate the account and there is no alternative source, the agency should submit a request via eMail to eVACustomerCare@dgs.virginia.gov to re-activate the existing account as State Entered. Select **Quit**.

- The existing account in eVA is in Pending Approval status. The vendor has Self-Registered or been State Entered and has not yet been approved for activation. The vendor should be activated within 24-48 hours of registration. If you feel they should have been activated, you may contact eVA Customer Care to determine if you can provide information or documents (COVA W-9) needed for activation. Select **Quit**.
- The existing account in eVA is in Debarred status: Contact your procurement office for guidance. Select **Quit**.

State-Entered Vendor Search

help & advice

Enter Taxpayer ID, TIN Type and Zip Code to perform search.

Taxpayer ID:

TIN Type: ☒ EIN ☐ SSN

ZIP Code:

| | eVA Vendor ID | Vendor Location ID | Vendor Location Standard Name | Location name | Address | Contact | Organization Type | TIN | TIN Type | DUNS | Registration Type | Registration Type Status | Vendor Active Status |
|----------------|---------------|--------------------|-------------------------------|----------------------------------|----------------------------------|------------|---------------------|-----------|----------|-----------|-------------------|--------------------------|----------------------|
| ✓ New Location | E1021 | VA10000384 | Santi Exotic Animals | Santi Exotic Animals of Richmond | 111 Santi Way Santi, VA 23211 | Gene Santi | General Partnership | 123456787 | EIN | 123456782 | State-Entered | Approved State-Entered | Pending Approval |

Step 5: The System will automatically check whether there is a matching vendor record in the DMBE SWaM certification database and if so, retrieve vendor data from their database. The data will be used to pre-populate corresponding eVA fields in Step 6 below as well as the vendor SWaM certification information.

Step 6: To continue, click '**New SEV Registration**' or '**New Location**'. Additional screens will be presented for entry of specific vendor data.

- **Location Information.** Enter Vendor Location Standard Name (required), Location Name (required), DUNS Number (optional), and Web address (optional). Click **Next**.

Step 1: Location Information [Next >](#)

Please complete all required fields which have been denoted with a red asterisk (*) and any additional information you would like to provide.

▼General Information
Please complete this information that will be used to define your organization and create your legal name.

eVA Vendor ID : VS0000002113Vendor Location ID : VA00001048

*Vendor Location Standard Name :
As it would be displayed to buyers

*Location Name :
e.g. Roanoke Office

DUNS Number :
9 digits (no dashes)

Web Address :
Please include http:// or https://

[Next >](#)

- **W-9 Information.** Enter Organization Type (required). All other fields are optional. Click **Next**. (Please note; you will not perform this step when adding a new location)

Step 2: W-9 Information [< Back](#) [Next >](#)

Please enter information from your W-9 form (Request for Taxpayer Identification Number and Certification).

▼Taxpayer ID Information
Complete the information below.

*Taxpayer ID Number : 123456788

*Taxpayer ID Number Type : EIN

*Organization Type :

Supplemental Organization Type :

LLC Classification :

Tax Exempt :

Name (as shown on tax return) :

First Name :

Last Name :

Address :

City :

State :

ZIP Code :

Country :

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- **Address Information.** State Entered Vendors require only one address. This address will be used for all account addresses including Ordering, Payment, Physical, etc. Enter Address and Contact Information (required). Click **Next**.

Step 3: Address Information

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Next >

Please enter the Address Information of your company.

▼Address Information
Please complete the address information below.

*Street 1 :

Street 2 :

*City :

State/Province :

*Zip/Postal Code :

*Phone :

Format XXX-XXX-XXXX

Phone Extension :

*Country :

Will default to US if a state is selected

▼Contact Information
Provide a contact by completing the information below.

Principal Contact :

*Contact First Name :

*Contact Last Name :

*Email :

*Retype Email :

*Phone :

Format XXX-XXX-XXXX

Phone Extension :

*Fax :

Format XXX-XXX-XXXX

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- **Attach Files.** Please attach a Commonwealth of Virginia Substitute W-9 form. Click **Next**. (If you do not have a W-9 at time of submission you may fax it to **804-786-3883**)

Step 4: Attach Files

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Next >

Please attach any supporting files such as a signed copy of your W9 form.

[Add your Attachments](#)

Your Attachments :

| Delete | File Name | Date | Description | Attachment Type |
|--------|-----------|------|-------------|-----------------|
| First | Prev | Next | Last | |

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Additional Resources & Information:

Step 7: A summary screen will be displayed showing all the information entered. Click '**Submit Registration**' to submit the State Entered Vendor.

Verify & Submit Registration

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What's Next?:

- To change the information you entered, Click any of the Step links on the left or click the Back button.
- Print Registration ➡ [Print Friendly](#)
- Click the Submit Registration button below to complete your registration.

Submit Registration

Quit Registration

Step 1: Location Information 

▼General Information

eVA Vendor ID : VS0000002114 Vendor Location ID : VA00001049
VA Location Standard Name : Foster Printing
Location Name : Richmond
DUNS Number :
Web Address :

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Step 2: W-9 Information 

▼Taxpayer ID Information

Taxpayer ID Number : 123456789
Taxpayer ID Number Type : EIN
Organization Type : Corporation (Incorporated) LLC Classification :
Supplemental Organization Type : Tax Exempt :
Name (as shown on tax return) : Foster Printing

Confirmation eMails

An '*Acknowledgement*' email will be sent to the person entering the State Entered Vendor confirming submission of the State-Entered Vendor for review. Once reviewed, if approved, an '*Approval*' email will be sent. If denied, a '*Denial*' email will be sent indicating the reason for the denial. The emails will include the contact information for the COVA eVA Customer Care Team.

SAMPLE eMAILS to Authorized Users Submitting a State Entered Vendor

Acknowledgement eMail:

-----Original Message-----

From: NORETURN@DGS.VIRGINIA.GOV [mailto:NORETURN@DGS.VIRGINIA.GOV]

Sent: Thursday, November 29, 2012 12:45 PM

To: Beasley, Victoria (DGS)

Subject: Your eVA State-Entered Vendor request for Accounting Plus has been received.

uat testp5:

You have successfully created and submitted a State-Entered Vendor registration for the vendor listed below. The eVA Vendor Support Team will review the vendor information for approval or denial and you will be notified of the decision. If denied, you will be contacted to determine any next actions.

Please note*

If you did not attach a W-9 when you submitted your State Entered Vendor, please fax the company's W9 Form to 804-786-3883.

Submitted vendor information:

| | |
|-------------------------------|-------------------------------------|
| eVA Vendor ID | : VS0000002103 |
| VLIN | : VA00001034 |
| Ordering DUNS | : DB0000075 |
| Vendor Location Standard Name | : Accounting Plus |
| Location Name | : Richmond |
| Address | : 100 E. Broad Street , Richmond VA |
| 12345 | |
| Contact | : John Doe, none@none.com, fax:555- |
| 555-5555, phone:555-555-5555 | |

Please do not respond to this email as it is automatically generated. If you have questions regarding this notification please contact eVA Customer Care @ 1-866-289-7367 or evacustomer@care@dgs.virginia.gov.

Thank You!

Approval eMail:

-----Original Message-----

From: NoReturn@dgs.virginia.gov [mailto:NoReturn@dgs.virginia.gov]

Sent: Thursday, November 29, 2012 12:50 PM

To: Beasley, Victoria (DGS)

Subject: ADVMAIL: Your eVA State-Entered Vendor request for Accounting Plus has been Approved

uat testp5,

Your State-Entered Vendor submission has been approved. The vendor location below will be available in the eMail for purchasing tomorrow.

Please note*

If you did not attach a W-9 when you submitted your State Entered Vendor, please fax the company's W9 Form to 804-786-3883.

Approved vendor information:

eVA Vendor ID: VS0000002103

VLIN: VA00001034

Vendor Location Standard Name: Accounting Plus

Location Name: Richmond

Address: 100 E. Broad Street, Richmond, VA 12345

Contact: John Doe, none@none.com, 555-555-5555, Fax: 555-555-5555

Please do not respond to this email as it is automatically generated. If you have questions regarding this notification please contact eVA Customer Care @ 1-866-289-7367 or evacustomer@care@dgs.virginia.gov.

Thank you!

Denial eMail:

-----Original Message-----

From: NoReturn@dgs.virginia.gov [mailto:NoReturn@dgs.virginia.gov]

Sent: Thursday, November 29, 2012 12:48 PM

To: Beasley, Victoria (DGS)

Subject: ADVMAIL: Your eVA State-Entered Vendor request for Accounting Plus has been Denied

uat testp5,

Your State-Entered Vendor submission has been denied The denial reason is: Vendor failed IRS verification. Please submit a W-9.

Denied vendor information:

eVA Vendor ID: VS0000002103

VLIN: VA00001034

Vendor Location Standard Name: Accounting Plus

Location Name: Richmond

Address: 100 E. Broad Street, Richmond, VA 12345

Contact: John Doe, none@none.com, 555-555-5555, Fax: 555-555-5555

Please do not respond to this email as it is automatically generated. If you have questions regarding this notification please contact eVA Customer Care @ 1-866-289-7367 or evacustomer@care@dgs.virginia.gov.

Thank you!

